

<input type="checkbox"/> PII	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH VIZ	<input type="checkbox"/> CONSULTATION
Request Received By		FOIAonline	
Receipt Date	11 May 15	Date Assigned:	5-13-15
Caseworker		Date Due: 6-9-15	
		(b) (6)	

Checklist	Initial	Date
<input type="checkbox"/> DD2086 Fee Assessment Completed (If Applicable)		
<input checked="" type="checkbox"/> Signature Package Reviewed (Final) (See SOP for Folder Assemble)	(b) (6)	5-13-15
<input checked="" type="checkbox"/> Signature Package Signed (Final)		5-13-15
<input type="checkbox"/> Responsive Doc's Uploaded to FOIAonline		
<input checked="" type="checkbox"/> Notes/Emails Uploaded to FOIAonline		5-13-15
<input type="checkbox"/> Transferred/ Reassigned to:		
<input type="checkbox"/> Split Ref#:		
<input type="checkbox"/> Referral Letter Sent		
<input checked="" type="checkbox"/> Case Closed in FOIAonline		5-13-15
<input checked="" type="checkbox"/> Final Response Sent to Requester	FOI	5-13-15
<input checked="" type="checkbox"/> Logged in Closed Cases Excel Tracker		5-13-15
<input type="checkbox"/> (Classified) Case Closed in Excel Tracker		
<input checked="" type="checkbox"/> Case Folder Stored in File Repository (box in Office)		5-13-15

Record Retention				Responsive Records		
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date:		# Responsive Documents <input type="checkbox"/>	#Pages <input type="checkbox"/>	Exemptions <input type="checkbox"/>

Date of Draft: 4/7/2015